

# PUTNAM COUNTY DISTRICT LIBRARY

Employment Application 12/2015

APPLICANT INFORMATION			
Last Name		First	M.I.      Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Social Security No.		Desired Salary
Position Applied for			
Are you a citizen of the United States?    YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this company?    YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			

EDUCATION			
High School		Address	
		Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	

**PREVIOUS EMPLOYMENT**

Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference?    YES     NO

Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference?    YES     NO

Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference?    YES     NO

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	

If other than honorable, explain

**DISCLAIMER AND SIGNATURE**

I certify that answers given herein are true and I agree and understand that any false or misleading statement contained herein may cause rejection of this application or termination of employment. I authorize the Putnam County District Library to contact my current and past employers and personal references, and to investigate all statements contained in this application for employment. I understand that I will have to provide acceptable documentation attesting that I am a U.S. Citizen or legal immigrant eligible for work in the United States. I also understand that I will not be hired until I have successfully completed the employment process, including a criminal background investigation. The cost of the criminal background investigation will be approximately \$75 and will be paid for by the applicant. The results of the criminal background investigation will be used by the Putnam County District Library to ascertain the eligibility, appropriateness or fitness of all applicants for work within the Library. I understand that this application is not a contract for employment. I understand that any oral or written statement to the contrary is expressly disavowed, and should not be relied upon by any prospective or existing employee. I hereby understand and acknowledge that, unless otherwise defined by applicable law, my employment with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Putnam County District Library. I understand that I am required to abide all rules and regulations of the employer.

Signature

Date